



BOB RILEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
GREIL MEMORIAL PSYCHIATRIC HOSPITAL
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JOHN M. HOUSTON
COMMISSIONER

ALLEN L. STEWART, LPC
FACILITY DIRECTOR

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
EQUAL OPPORTUNITY EMPLOYER

<u>JOB TITLE:</u>	Staff Development Specialist II	<u>NUMBER:</u>	10-19
<u>JOB CODE:</u>	U4000	<u>DATE:</u>	12/10/10
<u>SALARY RANGE:</u>	68 (\$31,488.00 – \$47,757.60)	<u>PCQ#:</u>	8813186
<u>JOB LOCATION:</u>	Greil Memorial Psychiatric Hospital 2140 Upper Wetumpka Road Montgomery, Alabama 36107		

QUALIFICATIONS: Any combination of education and experience equivalent to a Bachelor's degree in a human services field, human resource management, or business administration. Experience (24 months or more) in employee training and development or a teaching role, which must include experience in organizing training events, assessing needs, and evaluating training sessions. Preference will be given for some experience (12 months or more) in the mental health field.

KIND OF WORK: Responsible for the coordination of training and educational activities; selecting participants, scheduling courses, selecting and arranging training locations, and selecting materials, speakers, and training aids. Collaborates with staff to provide continuing education programs. Performs continuing education regulatory and compliance reviews for training and education programs. Performs on-site registrations of licensees. Responsible for the coordination and maintenance of computerized/paper training records in order to document each employee's competency. Responsible for the coordination, maintenance, and distribution of hospital and agency policies. Responsible for conducting periodic needs assessment in order to provide needed and relevant training to staff. Prepares compliance and certification reports. Conducts training workshops. May assist in the design of curricula, development of courses, and course scheduling. Oversees CPI and First Aid/AED training. Plans and presents employee orientation programs. Completion of job responsibilities may require that work be completed at various hours on different shifts in order to complete training. Evaluates training programs through assessment surveys. Works closely with Nursing Service in areas of training for direct care and nursing staff. Assists with special projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to plan, organize, develop, coordinate and implement a comprehensive staff development and training program. Knowledge of accreditation criteria for providers of continuing education. Knowledge of the principles, practices, and techniques of employee training and development. Knowledge of the basic components of curriculum design and written learning objectives.

Knowledge of state and federal laws, regulations, policies, and licensure in relation to employee compliance issues and continuing education. Knowledge of the ADMH System. Ability to analyze and evaluate situations. Ability to perform personal computer operations. Ability to communicate effectively with diverse audiences, both orally and in writing. Ability to proofread and correct the written work of others. Ability to plan, organize, and prioritize work activities. Ability to work independently and/or as part of a team. Ability to plan, organize, and coordinate training programs. Ability to establish and maintain effective working relationships and collaborate with other employees, members of outside agencies, and the general public to gather information and facilitate training/education.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Application), which may be obtained from this office, other Department of Mental Health and Retardation facility Personnel Offices, or at www.mh.state.al.us. Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application.

RESUMES WILL NOT BE ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION.

Applications should be returned to the Human Resources Department, Greil Memorial Psychiatric Hospital, 2140 Upper Wetumpka Road, Montgomery, Alabama 36107, by Until Filled to be considered for this position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING THE INTERVIEW. AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPTS MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE HUMAN RESOURCES OFFICE AT THE ABOVE ADDRESS.

APPLICANTS BEING GIVEN SERIOUS CONSIDERATION FOR EMPLOYMENT WILL BE SUBJECT TO A BACKGROUND CHECK. DRUG TESTING WILL BE REQUIRED BEFORE AN OFFER OF EMPLOYMENT IS CONFIRMED.

JOINT COMMISSION ACCREDITED